

**Contract #9064-2/15-2 – DRAFTING, ENGINEERING, ART SUPPLIES, PRE-QUALIFICATION**

**I. Purchasing Instructions**

**A. Award Description**

Awarded bidders have been pre-qualified to participate in spot market purchases of drafting, engineering, art supplies.

**B. Quotation Directives**

- 1). Contract Instructions (Re: ITB Paragraph 2.6) When a spot market purchase is initiated, pre-qualified vendors shall be invited to offer fixed pricing.
- 2). ALL quotations issued under this pre-qualification contract must utilize the current and active “terms and conditions” in place that includes the latest legislative changes. Please refer the Procurement Management link (<http://www.miamidade.gov/procurement/itb-terms-conditions.asp>) to retrieve that latest version of the current T&Cs.
- 3). All quotations issued must be provided to the Small Business Development Division (SBD) of the Internal Services Department for placement on the Cone of Silence Report upon advertisement. Once an award recommendation is made, SBD must be notified in order to remove the competition from the report.

**II. Items Awarded:**

**DRAWING INSTRUMENTS:**

Technical Pens and Sets  
 Mechanical Pencils  
 Replacement Pens  
 Leads  
 Inks  
 Pens and Markers  
 Reservoir Pens  
 Lead Pointer  
 Erasers  
 Lettering Templates  
 Lettering Sets  
 Related Items

**ILLUSTRATION BOARDS AND PADS:**

Bristol, Mat  
 Fome-core  
 Poster  
 Railroad  
 Tracing Pads  
 Adhesive  
 Spray Products  
 Rubber Cement  
 Tape Dots  
 Knives & Blade  
 Related Items

**COORDINATE SHEETS & ROLLS**

- **TRANSFER LETTER:** Various type and styles
  - San Serif
  - Decorative
  - Letters and Number sheets in print

### III Awarded Vendors

Vendor ID	Vendor Name	Address	Contact	Email	Phone	Fax
364636078-01	Commercial Art Supply Inc.	7830 Byron Drive, Building 10, Riviera Beach, FL 33404	F. William Perry	<a href="mailto:bperry@commercialartsupply.com">bperry@commercialartsupply.com</a>	315-474-1610 800-669-2787	315-474-5311
510464181-01	Chems Art D & D LLC	1470 Biscayne Blvd. Miami, FL 33132	Ivan Delucia	<a href="mailto:ivandelucia@idartsupply.com">ivandelucia@idartsupply.com</a>	786-263-3855 305-375-0787	305-385-5586
590905860-02	Florida Level & Transit Co Inc.,	809 Progressor Drive, Ft. Lauderdale, FL 33304	Terry McKay	<a href="mailto:tmckay@fltgeosystems.com">tmckay@fltgeosystems.com</a>	954-763-5300 800-327-0775	954-462-4121
591746166-01	Geotype of South Florida Inc.	470 NE 167 St Miami Beach, FL 33162	Mark Glicksman	<a href="mailto:easelarts@yahoo.com">easelarts@yahoo.com</a>	305-945-7377 800-290-7509	305-949-6645

### IV Pool Contract Award Checklist

The following is provided as a reminder of some important items that each department should check/complete/document prior to making an award under this pool.

- Check that vendor meets minimum requirements such as certifications or license requirements.
- If the contract has a Small Business preference, goal or is a set-aside, check that the recommended vendor is on the Small Business Division certification list. (see <http://www.miamidade.gov/business/reports-certification-list.asp>)
- If the contract includes preferences (Local, Locally-Headquartered, Veteran's, and Small Business, as applicable), check that they were applied correctly. Obtain a signed Collusion Affidavit from the recommended vendor.
- Obtain a signed Affirmation of Vendor Affidavits from the recommended vendor.
- In your notice to participants of the quote results, copy the Clerk of the Board ([clerkbcc@miamidade.gov](mailto:clerkbcc@miamidade.gov)) and include language advising the vendor that the Cone of Silence is lifted.  
(sample language – In accordance with the reference solicitation, and Section 2-8.4 of the Code of Miami-Dade County, you are hereby notified that the \_\_\_\_ department, recommends award of this quote to: \_\_\_\_\_. On provision of this notice also serves to confirm the lifting of the Cone of Silence from this procurement action as dictated by Section 2-11.1(t) of the County Code.)
- Allow a three (3) business day protest period, beginning the day after the award recommendation is posted with the Clerk, prior to completing award is applicable with your award value (over \$25K).
- Check for compliance with insurance requirements, if applicable.

# V. Event Log

## Contract 9064-2/15-2 Drafting, Engineering, Art Supplies, Prequal. ADDENDA LOG

ADDM №	DATE ISSUED	DESCRIPTION	AGENT
1	4/19/2013	Public Works Waste Management (PWWM) gave Parks and Recreation and Open Space (PROS) \$9,000.00. Transferred fund on 4/19/13.	Pamela Jenkins Jones
2	7/11/2013	Commercial Art Supply Inc., was approved and added to the contract.	Pamela Jenkins Jones
3	8/15/2013	C A S Industries Inc. FEIN #161123929 has been deleted from contract. They have changed their name to Commercial Art Supply Inc., and FEID #364636078.	
4	11/19/2013	Transferred \$5,000.00 from Aviation to Parks and Recreation	Pamela Jenkins Jones
5	12/09/2013	Transferred \$3,000.00 from Permitting Environment and Regulatory Affairs (PE02) to Water and Sewer	Pamela Jenkins Jones
6	12/20/2013	Transferred \$6,000.00 from Permitting Environment and Regulatory Affairs (PE02) to Water and Sewer	D.Chung
7	02/27/2014	Added \$9,000.00 to Parks and Recreation allocation.	P. Jones
8	04/02/14	Added 244,000.00 to Public Works allocation from unallocated funds.	P. Jones
9	06/20/14	Transferred \$15,000.00 to ID from unallocated funds	P. Jones
10	05/07/15	\$15K of unallocated funds were transferred to WS	Mary Hammett
11	6/19/15	\$10K of unallocated funds were transferred to PD	Mary Hammett
12	7/20/15	\$30K of unallocated funds were transferred to ISD and \$35K were transferred to WS	Mary Hammett
13	11/16/2015	Contract has been extended until Dec.31,2020	